



ORGANIZATION: YWCA OLYMPIA

POSITION TITLE: Girls Without Limits! Program Coordinator

YWCA MISSION: The YWCA of Olympia strives to eliminate racial and gender inequity and advance the social and economic status of all women and girls.

SUMMARY OF POSITION:

The Girls Without Limits! Program Coordinator will be responsible for the successful coordination and support of programs/initiatives that benefit girls and young women, with a particular emphasis on fostering confidence, curiosity and career interest in science, technology, engineering and math. The Girls Without Limits! Program Coordinator will help carry out the mission of the YWCA of Olympia, support overall agency activities and will coordinate specialized programming that aligns with the goals of the YWCA's "Economic Advancement" strategic platform area.

ESSENTIAL RESPONSIBILITIES:

Program Coordination:

- Under the supervision of the Program Director, oversee the daily operations and expansion of the Girls Without Limits! program that serves adolescent girls and young women ages 10 to 18 across Thurston, Lewis and Mason Counties.
- Serve 190+ girls, aged 9-14, through current GWOL! camps and activities (Saturday Camps and Winter, Spring and Summer Break Camps)
- Serve 60+ young women, aged 15-18, through STEM college/career exploration and Jr. Counselor Leadership Development Opportunities
- Form a Youth Advisory Board and provide leadership development opportunities
- Prioritize the engagement of girls who are racially and ethnically diverse and/or low-income
- Refine and package GWOL! curriculum to ensure consistency of content and delivery across all sites, and prepare for eventual replication of program
- Apply GWOL! framework and link all activities to "SciGirls Seven" evidence-based practices for engaging girls in STEM
- Overlay curricula with racial equity framework to ensure the content and delivery are inclusive of girls of all races and ethnicities
- Expand partnerships with youth service providers and potential funding partners
- Engage new business partners in advising technical content and industry trends
- Engage professional women (50+ per year) who work in STEM industries to mentor/role-model participants
- Engage additional volunteers to support GWOL! programming

- Work as the liaison between the program evaluation team and program staff and ensure program evaluation activities are carried out in a timely manner according to the approved evaluation plan
- Conduct observation and co-facilitate Girls Without Limits! as necessary to assess quality assurance, program policies, safety procedures and to provide support to program facilitator(s).
- Manage facilitator staffing calendar to ensure all sites and events have appropriate coverage
- Provide recommendations to Agency Directors on strategies for improving program services / delivery and/or program partnerships
- Organize and assist with participant recruitment and registration, monitor monthly recruitment/retention goals and establish procedures to meet goals as necessary
- Assist in the preparation of quarterly program reports and an annual program report
- Manage and monitor all data entry duties related to Girls Without Limits! participants involved in Girls Connection Evaluation; Create data summaries as necessary
- Develop and sustain relationships with program sites; collect feedback from site contacts for evaluation and program quality control purposes; conduct in-person site visits with primary site contacts as often as possible
- Ensure program information is accurately reflected on the agency website and in marketing materials
- Liaison with and provide support as necessary to Girls Circle staff to ensure Girls Connection Evaluation related events are carried out according to program and evaluation goals
- Create and manage Girls Without Limits! quarterly newsletters to further engage program guardians and funders
- Create social media content and “participant extension activities” to promote the programs and retain and further engage program participants

Staff Supervision:

- Under the supervision of the Program Director, supervises and supports Girls Without Limits! Facilitator(s) and/or AmeriCorps Service Members on a daily basis
- Conduct bi-annual performance evaluations of Girls Without Limits! Facilitators
- Support recruitment and interviewing of Girls Without Limits! applicants, conduct background checks on staff and volunteer applicants and ensure new-hire paperwork is completed
- Provide staff with agency and program orientation, evaluate additional professional development needs and coordinate/facilitate training relevant to those needs
- Conduct weekly team meetings and debrief sessions as necessary; develop additional communication systems to ensure program staff are informed of activities, tasks and general agency announcements

General Agency Support:

- Work alongside the entire staff to support agency-wide events and special initiatives
- Conduct community outreach activities and public presentations highlighting Girls Without Limits! as well as all agency programs and initiatives

PREFERRED QUALIFICATIONS:

- All employees must submit a Criminal Background Check

- All employees must possess a valid WA driver's license and have reliable transportation
- Knowledge of the issues relevant to local girls, youth and families and familiarity with the programs and initiative of the YWCA
- Interest and competency in science, technology, engineering and/or math and ability to research and stay informed of industry trends so as to ensure high-level program content
- Experience working with diverse populations
- A high degree of initiative, judgment, discretion, and decision-making
- Ability to establish effective working relationships with staff, community and funding partners, government agencies, clients and the public
- An enthusiastic, self-motivated, creative and resourceful individual
- Excellent organization skills and interpersonal communication skills
- A willingness to ask questions for clarification and job completion
- A commitment to the mission and goals of the YWCA of Olympia
- A bachelor's degree in a STEM field, education, social justice or related field or equivalent experience

HOURS: The Girls Without Limits! Program Coordinator works 20 hours in a typical week, attendance will be required at Saturday Camps and occasional evening and weekend events. During Winter, Spring and Summer Break Camps, the Coordinator will work up to 40 hours per week.

RATE OF PAY/BENEFITS: This is an hourly position with a pay range of \$14.00 to \$15.50 per hour; medical or childcare benefit stipend provided as well as sick leave and holiday pay

APPLICATION INSTRUCTIONS:

Submit a cover letter and resume by email to hsoens@ywcaofolympia.org. Applications will be accepted until the position is filled.

CONTACT:

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YWCA of Olympia is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Diverse and bilingual candidates are encouraged to apply. YWCA of Olympia is an Equal Opportunity Employer.